

Making Documents Available Externally in ProjectWise

Documents in ProjectWise can now be made available to external customers through the use of GeoPI. Only documents that have been designated as public documents in ProjectWise will be available for searching and access. In order to display documents in GeoPI for access by the public, the following requirements must be met for the specific document:

- 1) The public access flag is selected
- 2) The Document Category Group, Document Category, and Document Type all have valid values

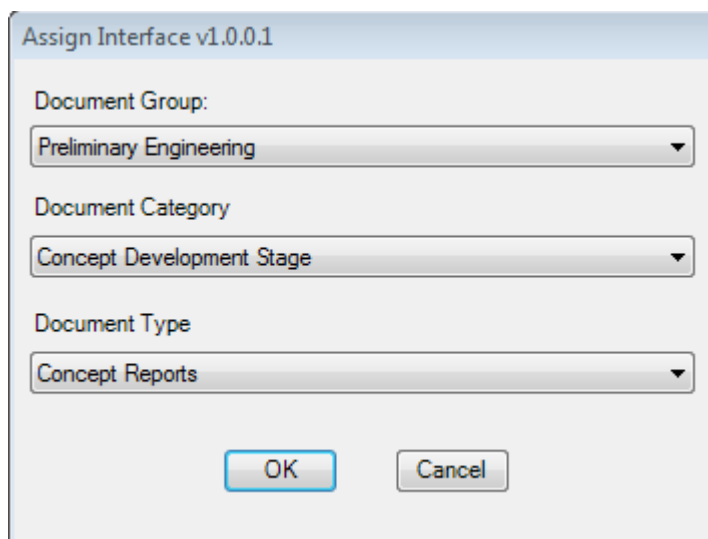
The instructions below ensure that all requirements are met and must be followed in detail for public access. These steps are to be completed by the document owner.

Setting the Document Group, Category, and Type

In order for the correct interface to be opened for the document, the Document Group, Category, and Type must be set correctly. To set these values for a document:

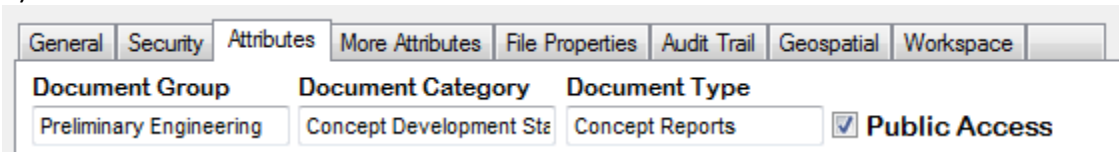
NOTE: Multiple documents can be selected if they are all of the same Document Group, Category, and Type and the attributes set as a batch.

- 1) Right-click on the document(s) and select **Assign Document Type**.
- 2) In the **Assign Interface** dialog. Select the appropriate values for the document(s) and click on **OK**.



Setting the Public Access Flag

- 1) Click on the file in ProjectWise to select it.
- 2) Either press the space bar or right-click and select **Properties** to open the properties dialog for the file.
- 3) Select the **Attributes** tab.
- 4) Click on the **Public Access** checkbox so it is selected.



- 5) Click on **Save/Close** at the bottom and close the dialog.